

C

D R A F T

EXECUTIVE PERFORMANCE APPRAISAL WORKSHEET

Name:		Position:	
Base Salary Range:		Current Base Salary:	
Award Potential:	Target % / Max. %	Reviewing Officer:	Performance & Compensation Committee
Review Period:	July 1, – June 30,	Report Date:	

PART I - REVIEW OF PERFORMANCE MEASURES
RESULTING IN ANNUAL PERFORMANCE AWARD

Part I of the Performance Appraisal Worksheet provides the rated executive's fiscal year-end status report for each qualitative performance measure. A rating is assigned according to the following schedule and the total of the ratings for the qualitative factors results in the recommended annual performance award.

Qualitative Performance Factors Rating Schedule	
Rating	Incentive Schedule Value (Multiplier):
<u>Significantly Exceeds Standards:</u> Results far exceeded requirements or expectations for the objective. Assignment was completed well ahead of schedule, at significantly less than budgeted costs or with greater cost savings, and with much greater than expected improvements or acceptance by affected parties.	1.5
<u>Exceeds Standards:</u> Results exceeded requirements or expectations for the objective. Assignment was completed ahead of schedule, at less than budgeted costs or with greater cost savings, and with greater than expected improvements or acceptance by affected parties.	1.25
<u>Meets Standards:</u> Results met requirements or expectations for the objective. Assignment was completed on time, within budget or generated projected cost savings, and generated desired improvements or acceptance by affected parties.	1.0
<u>Meets Some, Not All Standards:</u> Results fell short of requirements for the objective. Assignment was completed, but behind schedule, exceeded budget or did not fully meet projected cost savings, or generated some but not all desired improvements or acceptance by affected parties.	.5
<u>Does Not Meet Standards:</u> Results were not achieved or were achieved at significantly less than expected levels. Assignment was completed well behind schedule, significantly exceeded budget or did not generate projected cost savings, generated little, if any, desired improvements or was poorly received by affected parties.	0

1. (Title of Performance Factor from Plan)

Weight	Performance Measure
%	
Status at Year End	
Results Achieved and Value Added	
Challenges or Areas for Improvement	

Rater Comments:

Recommended Performance Rating for Factor #1:	
---	--

Rating Scale	Incentive Schedule Value (multiplier)
<i>Significantly Exceeds Standards</i>	1.5
<i>Exceeds Standards</i>	1.25
<i>Meets Standards</i>	1
<i>Meets Some, Not All Standards</i>	0.5
<i>Does Not Meet Standards</i>	0

2. (Title of Performance Factor from Plan)

Weight	Performance Measure
%	
Status at Year End	

Results Achieved and Value Added
Challenges or Areas for Improvement

Rater Comments:

Recommended Performance Rating for Factor #2:	
--	--

Rating Scale	Incentive Schedule Value (multiplier)
<i>Significantly Exceeds Standards</i>	1.5
<i>Exceeds Standards</i>	1.25
<i>Meets Standards</i>	1
<i>Meets Some, Not All Standards</i>	0.5
<i>Does Not Meet Standards</i>	0

3. (Title of Performance Factor from Plan)

Weight	Performance Measure
%	
Status at Year End	
Results Achieved and Value Added	

Challenges or Areas for Improvement

Rater Comments:

Recommended Performance Rating for Factor #3:	
---	--

Rating Scale	Incentive Schedule Value (multiplier)
<i>Significantly Exceeds Standards</i>	1.5
<i>Exceeds Standards</i>	1.25
<i>Meets Standards</i>	1
<i>Meets Some, Not All Standards</i>	0.5
<i>Does Not Meet Standards</i>	0

The same format would be repeated for each qualitative performance factor.

C

**PART II - REVIEW OF LEADERSHIP, MANAGEMENT & OVERALL PROGRAM ADMINISTRATION
RESULTING IN BASE PAY ADJUSTMENT**

Name:	Position:
--------------	------------------

Part II of the Performance Appraisal Worksheet provides the rated executive an opportunity to comment on general leadership, management and program administration during the fiscal year. An overall rating from the following schedule is assigned, leading to the recommended base salary adjustment within the range.

<p style="text-align: center;"><u>OVERALL RATING FOR BASE SALARY ADJUSTMENT</u></p> <p>"Outstanding" - Continuously delivered results that significantly exceeded expectations. Successfully met challenges which were at times beyond the executive's control and required sustained extraordinary effort. The quality of program management, work products, and leadership is superior.</p> <p>"Consistently Exceeds Standards" - Overall performance exceeded expectations and was characterized by applying a high degree of initiative and resourcefulness in addressing several key issues during the year. The quality of work products and responsiveness to priorities is exceptional.</p> <p>"Meets Standards" - The quality of executive performance is consistent with expectations. The quality and timeliness of work products meets expectations. Responsiveness to priorities and overall leadership has been completely demonstrated and work produced is satisfactory.</p> <p>"Does Not Fully Meet Standards" - There is a pattern of less than anticipated quality in program performance. Responsiveness to changes in priorities has been slow, work products are incomplete, and/or the quality of leadership is below expectations.</p>

1. General Leadership and Professionalism

Examples of Leadership, Results Achieved and Value Added
Challenges or Areas for Improvement

Rater Comments:

2. Board Relations/Responsiveness to the Board

Examples, Results Achieved and Value Added
Challenges or Areas for Improvement

Rater Comments:

3. Effective Use of Resources, Including Staff, Contractors and Technology

Examples, Results Achieved and Value Added
Challenges or Areas for Improvement

Rater Comments:

4. Priorities and Accomplishments Not Reflected in the Performance Plan

Examples, Results Achieved and Value Added
Challenges or Areas for Improvement

Rater Comments:

5. Comments and Future Plans and Priorities

--

Rater Comments:

REVIEW AND COMMENT BY BOARD MEMBERS AS DESIGNATED IN THE COMPENSATION POLICIES AND PROCEDURES:

(Following the Rated Executive's completion of Parts I and II above, the designated Board members will have an opportunity to review and add comments, prior to the Performance and Compensation Committee's completion of the performance appraisal in closed session.)

Recommended Overall Rating:	
-----------------------------	--

Rating Scale
<i>Outstanding</i>
<i>Consistently Exceeds Standards</i>
<i>Meets Standards</i>
<i>Does Not Fully Meet Standards</i>